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## Vacancy Announcement for Team Leader

**Project Office for Sectoral Decentralization (POSD)** - independent non-governmental structure, established by the Ministry of Regional Development with support of Expert Deployment for Governance and Economic Growth (EDGE) Project, that is being implemented by Agriteam Canada Consulting Ltd.

POSD activities will be focused on organization and support of decentralization sectoral policies development in certain ministries and agencies.

**POSD activities will cover the following sectors:**

1. Education
2. Healthcare
3. Social Care
4. Administrative Services Centers
5. Administrative and Territorial System
6. Local Budgets
7. Environment and Natural Resources
8. Land Relations
9. Urban Planning and Architecture
10. Infrastructure (transportation, communication, roads)
11. Culture
12. Housing and Communal Services

**Vacancy announcement:**

**Team Leader of the Project Office for Sectoral Decentralization (POSD)** is responsible for organizing and supporting the process of development of the sectoral policy on decentralization through coordination of Project Office for Sectoral Decentralization.

## Team Leader of the Project Office

**Responsibilities and mandate of the Team Leader of POSD**

1. Team Leader of POSD is responsible for organizing and supporting the process of forming the sectoral policy on decentralization.
2. Team Leader of POSD is accountable and controlled by Vice Prime Minister of Ukraine, Minister of Regional Development, Construction and Housing of Ukraine, namely:
  - Obtains approval for objectives, plans, performance indicators of POSD;
  - Promptly informs about the occurrence of problems;
  - Provides reports and other analytical information on the state of reforms implementation in the relevant sectors.
3. Team Leader of POSD coordinates its activities with the Central Office of Reform, namely:
  - Participates in the development of road maps of reform implementation performance indicators, etc.;
  - Provides all the necessary information on the state of reforms implementation in the relevant sectors;
  - Participates in the project working groups;
  - Reports on the results to the Team Leader of the Central Office.

**Duties of the Team Leader of POSD will include:**

1. Establishment of POSD:
  - Establish POSD in close cooperation with the MinRegion;
  - Organize competitive selection for staff positions in POSD;
  - Define expected results of POSD;
  - Develop procedures for POSD;
  - Organize work of the managers within the line ministries;
  - Develop forms for reporting.
2. Management:
  - Plan, organize and supervise work of the POSD team;
  - Report to the Vice Prime Minister of Ukraine, Minister of Regional Development, Construction and Housing of Ukraine and the Team Leader of the Central Office of Reform;
  - Carry out financial management of POSD in close cooperation with donors;
  - Conduct feasibility assessment and engagement of additional resources (outsourcing);
  - Carry out relevant internal and external communication regarding POSD;
  - Support further development of POSD.
3. Operations:
  - Define together with sector leads and line ministries the scope of decentralization in relevant sectors;
  - Develop action plans and performance indicators to assess progress of decentralization in relevant sectors;
  - Assist key stakeholders in sectoral decentralization implementation in relevant areas;

- Monitor timeliness and completeness of sectoral decentralization objectives in relevant areas.

**Expected level of qualifications and experience:**

- Proven ability to manage a team of experts in business or non-government projects;
- Preferably at least 10 years of experience in project management, in legal, regulatory or other related fields;
- The experience of reforming institutions of state and local levels on the organizational restructuring and restructuring of service delivery in Ukraine or in Central and Eastern Europe;
- Good understanding of the reforms agenda, including decentralization, deregulation, public administration, administrative services reform with professional involvement over the last 5 years;
- Well developed contacts with government institutions, donors and expert circles;
- Excellent command of Ukrainian and English.

**Duration, timing, and location:**

The total duration of the consultancy is expected to be 6 months, with possible extension for another 6 months. The expert will report to the Steering Committee comprising of representatives of Minregion, EDGE and other. The workplace will be in the premises of the Minregion.

**Application submission:**

The candidate must be registered as a private entrepreneur (or will be registered before signing the employment agreement). Submissions must be prepared both in English and Ukrainian, and delivered electronically to the following address: [prsm@fsr.org.ua](mailto:prsm@fsr.org.ua) indicating it the subject line "Team Lead" till the closing date specified below.

**All submissions must include:**

- 1) A cover letter (in English and Ukrainian, max. 2 pages) that outlines applicant's expertise and experience and explains how the candidate meets the criteria listed above;
- 2) Applicant's CV (in English and Ukrainian);
- 3) Three names of referees;
- 4) *Proof of previous experience – only for shortlisted candidates.*

**Date of vacancy announcement: 19.10.2016**

**Due date for submission of applications: 11.11.2016 at 17.00**